



**AMG PROPERTY MGT, LLC**

6215 N College Ave Indianapolis, IN 46220 317-252-5830 Fax 31-863-1120 [amgpropmgt@gmail.com](mailto:amgpropmgt@gmail.com)

**TENANT MOVE OUT CHECKLIST**

\*Please return this form along with all rental home keys & garage remote on the last day of your lease. You may turn in to office during business hours or after hours in the front mail box slot. Checkmark each item in the box below to complete the move-out checklist:

All repairs or maintenance items that are necessary to return the premises to the identical condition as in the pre-occupancy inspection are the responsibility of the tenant. The cost of any repairs or removal of any items will be deducted from the security deposit or charged to you afterwards. You will be charged for any missing remotes plus the cost to reprogram the opener if not returned.

**We will seek remaining collection for any balance due.**

- *All personal property including furniture, trash, motor vehicles and all other items not on the property when you moved in, must be removed from the home & surrounding property. **If anything is left behind it shall be regarded as abandoned & may be destroyed, hauled away or otherwise disposed of and will result in the forfeiture of your FULL DEPOSIT.***
- *If you had permission to paint in the home you must paint the walls back to white with no color showing through. If this is not done it will result in the forfeiture of your full deposit.*

<input type="checkbox"/>	Provided 30 day written notice
<input type="checkbox"/>	Returned Keys & Garage remote
<input type="checkbox"/>	Provided forwarding address
<input type="checkbox"/>	Returned checklist on last day of lease
<input type="checkbox"/>	Locked all windows & doors
<input type="checkbox"/>	Cleaned out kitchen/bathroom cabinets
<input type="checkbox"/>	Clean floors/vacuum
<input type="checkbox"/>	Cleaned tub/shower & surrounding area
<input type="checkbox"/>	Cleaned all toilets & all sinks
<input type="checkbox"/>	Removed all trash/furniture in all areas of home: garage, interior & exterior

Move Out Date \_\_\_\_\_ Property \_\_\_\_\_

Forwarding Add \_\_\_\_\_

Tenant Signatures \_\_\_\_\_

AMG Staff Signature \_\_\_\_\_ Date Received \_\_\_\_\_

**For office use only:**

Tenant balance\$ \_\_\_\_\_ Tenant fulfilled lease term \_\_\_ Tenant broke lease early

\_\_\_ Section 8 Tenant \_\_\_ Tenant was evicted \_\_\_ Move-in CL Completed & attached for review \_\_\_ N/A

\_\_\_ Tenant Returned Remote \_\_\_ Tenant Paid \$50 for Remote deposit \_\_\_ Tenant Returned Key

\_\_\_ Tenant transferring to AMG Property at: \_\_\_\_\_ Rent amount: \_\_\_\_\_

Pictures needed? \_\_\_\_\_